

**USAID/West Africa
Cote d'Ivoire Office
Position Description: AID-NPC-017
Senior Development Assistance Specialist (SDAS)
August 2011**

Introduction:

The USAID/West Africa/Cote d'Ivoire Field Office (NFO) is responsible for overseeing all USAID funded activities in country. Cote d'Ivoire has a stand-alone budget of \$150 million for FY 2011 (PEPFAR, Peace and Security, Democracy/Governance). This does not include approximately \$2.2 million in FY 11 activities funded through the regional mission (USAID/West Africa) in peace and security/improved governance and reconciliation which are monitored by the Cote d'Ivoire Field Office. In addition, there are multiple activities funded by different offices of USAID/Washington (OFDA and Regional Initiatives in water and health) and USDA food security programs that require periodic support and monitoring. During the last half of FY 2010 and early FY 2011, a large amount of emergency food assistance was provided to CI through the World Food Program during and after the political crisis of March 2011 surrounding the Presidential elections and succession.

The Senior Development Assistance Specialist (SDAS) is a key position in the Cote D'Ivoire Field Office, responsible for many program and planning functions normally completed by a Program Office in a bilateral mission. At the same time, the SDAS provides support for certain field activities as a Project Management Specialist. The purpose of creating this new position is to provide high level professional assistance and assure the effective management of the CIFO portfolio of projects and activities including donor coordination, GOCI liaison, and overall support for the U.S. Mission in Cote d'Ivoire. This position has been designed for a well-qualified Foreign Service National (FSN) in Cote d'Ivoire.

Basic Function of the Position:

The SDAS is part of a multidisciplinary team on which the members in charge of various programs must support one-another and play interchangeable roles when necessary. S/He must have a working knowledge of the entire CI field office program portfolio, and remain informed of key events in all programs. The SDAS should be highly skilled at preparing and using project/program documentation (task orders, cooperative agreements and grants documents, evaluations, and field trip reports); key reporting documents such as the Operational Plan (OP), Mission Strategy Resource Plan (MSRP), and the Performance Plan and Report (PPR); outstanding implementation issues as well as work plans and M/E plans for the activities that the position directly manages. S/He maintains working relations with all the implementing partners, serves as COTR and AOTR for at least two projects, takes the lead with the key Embassy officials on Mission reporting, and ensures normal functioning of the field office programs in the absence of the designated managers. As necessary, the SDAS meets with senior GOCI officials to discuss on-going programs and potential collaboration in the future.

Major Duties and Responsibilities:

The SDAS reports to the Program Officer (PM). Specific duties include but are not limited to the following:

- Technical Expertise (25%)
 - Serve as a general development advisor, providing valuable CI-specific insights on key issues, and assisting in creating and maintaining working relationships with relevant government officials and implementing partners. Advise on political matters regarding the CI administration and senior leadership, and recommend suitable approaches for dealing with the CI government officials and counterparts.
 - Serve as a technical advisor for pertinent issues as relevant to the CI program development and implementation.
 - Assists the Development Counselor and Program Officer to ensure all periodic reporting requirements are met; S/he drafts diplomatic notes and various correspondences as required by embassy staff.
 - Represent USAID at meetings of development partners, civil society and the government.
 - Meet with visitors from Non-Governmental Organizations, other USG representatives, etc.
- Program Coordination (35%)
 - Take the lead in coordinating the drafting and uploading of key reporting documents including the Operational Plan, Congressional Budget Justification, Performance Report, and Mission Strategic and Resource Plan (MSRP) and other required Agency reporting requirements.
 - Serve as the Cote D'Ivoire Field Office (CIFO) point person for the FACTS and FACTS Info system.
 - Coordinate with the Program Office in USAID/West Africa as well as State/F to ensure proper program coordination for the CIFO.
 - Coordinate visits by high level officials.
 - Present USAID CI Portfolio and conduct briefings for visitors and partners.
- Program Design and evaluation (25%)
 - Research potential new areas of program intervention and draft concept papers, results packages and project proposals.
 - Participate in program designs, evaluation, technical review and monitoring (including serving on Technical Evaluation Committees as required), and submits analysis and recommendations for program development purposes. Organizes periodic evaluations as needed or as directed by the CIFO.

- Ensure that USAID implementing partners are collecting appropriate data needed to assess results.
- Program Management (15%)
 - Serve as Activity Manager for selected activities either as part of the CIFO stand alone budget or other activities funded through USAID/WA. S/He ensures day to day communication and interaction with the appropriate implementing partners. Provides technical guidance to implementing partners, ensures that implementing partners complete the technical requirements of their contract/grant in accordance with terms, conditions and specifications of the applicable assistance instruments. Conducts site visits and meets regularly with implementing partners to assess progress of activities. Organizes and coordinates consultants and USAID staff field visits. Identifies implementation problems, issues and constraints, and recommends remedial actions and other ways to improve performance.
 - Serve as Contract Officer's Technical Representative (COTR) or Agreement Officer's Technical Representative (AOTR) for selected activities as designated by the Regional Acquisitions and Assistance Office in Accra. This includes supporting the development, implementation and management of activities, and providing required approvals such as annual work plans and terms of reference for implementing agency special studies and evaluations
 - Undertake monitoring visits to USAID activities and identify implementation issues. Recommend appropriate solutions for resolving problems.

As a senior Foreign Service National (FSN), the SDAS plays a decisive role in the successful implementation and oversight of the CI field office program by providing guidance, advice, design and support with respect to program implementation.

Qualifications Required:

- **Education (10%):** The multidisciplinary nature of the position requires a graduate (Masters or higher level) degree in Public Policy, Public Administration or Development Management.
- **Prior Experience (25%):** Requires ten (10) years of progressively responsible professional-level experience including six (6) years in managing development assistance programs. At least four years experience in program management in development. Prior experience in project design, implementation, and use of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired.
- **Language Proficiency (5%):** Professional level fluency in both English and French (speaking, writing and reading) is required.
- **Knowledge (30%):** Position requires in-depth knowledge and understanding of procedures, regulations, and policies typical to a large government agency such as USAID; detailed and broad knowledge of development and political issues in CI, especially as they pertain the new

government and its vision; strong knowledge of monitoring and evaluation practices; clear understanding of reporting procedures such as the Operational Plan, MSRP, and PPR. Must be able to obtain, analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance mechanisms and instruments.

- **Skills and Ability (20%):** Ability to operate in an environment of complex information is required to perform full range of duties. Complexity entails considerable scope in how to perform duties, which can be detailed and cumbersome and involve overlapping tasks and shifting priorities. Ample problem solving capacity as well as ability for considerable analysis and judgment to find a solution is required. Ability to work with minimum supervision to produce timely results is required. Ability to establish and maintain an extensive range of mid to high level contacts with and outside USAID. Ability to work collaboratively as part of a team and interact effectively with senior level officials
- **Specialized Skills (10%):** Skills and ability for project planning are required to meet programming goals on both the short-term and long term basis. Substantial innovation is required in performance of duties. Specifically, the SDAS shall possess high level specialized technical ability as related to sustainable development methodologies to plan for, implement, and evaluate impact for the different programs and sectors that USAID is supporting in the CI. A firm understanding of databases and how to operate database programs such as FACTS and FACTS Info is required.

Security Clearance:

The individual shall be required to obtain a security clearance. Applicant must also be available and capable of travel in the West African region.

Supervision Received: Supervisor: USAID/CIFO Program Officer. Assignments are made via annual work objectives, daily exchanges, and weekly coordination meetings.

Supervision over Others: The SDAS does not have direct supervisory responsibilities. The individual is regarded as a professional member of the USAID/West Africa's CI field office team and serves as virtual member of many Strategic Objective teams within the West African region.

Available Guidelines: The Automated Directive Systems and other USAID regulations, the relevant Strategic Operational Plan, the Controller's Manual and Mission Orders, the Mission Strategic Plan, strategy and project documents for assistance and acquisition activities and the mission intranet and Website.

Exercise of Judgment: A high degree of independent judgment will be required in analyzing and evaluating project activities. The SDAS is expected to prepare documentation and consult independently with other donors. H/she advises Embassy personnel on program design, implementation and evaluation procedures, in order to fulfill the above duties. Regular contact with senior host country government officials will take place.

Authority to make Commitments/Obligations: The SDAS has no authority to make financial commitments.

Nature, Level and Purpose of Contacts: The SDAS serves as the point person for CIFO reporting. As a result, the SDAS will establish consultations with government officials (Ministry level), key Embassy officials, as well as with the CI civil society, and international NGOs. The purpose of these contacts is to inform or elicit information about USAID activities in these sectors and support better informed U.S. Government policy.